

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

09-580A

**OPEN PERIOD:**

11/19/2009 – 11/18/2010

**JOB TITLE:**

IT Specialist (INFOSEC)

**PAY GRADE AND SERIES:**

GS-2210-07/09/11

**PAY RANGE:**

\$44,976 - \$86,525

**POSITION LOCATION:**

Mountain View, CA.

**APPOINTMENT TYPE: INDEFINITE - DUAL STATUS**

**PDCN #: 80871000**

**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION: ALL SOURCES**

Military grade of E-3 through E-7.

**Compatible Military Grade Assignment: AFSC 3C0X1**

**Key Requirements: THIS POSITION IS OPEN UNTIL FILLED**

**THIS IS AN INDEFINITE POSITION**

This position is located in the Plans and Resources Flight of a Base Communications Squadron. The purpose of this position is to serve as the Base Information Assurance Manager who is the wing commander's authority and focal point for Information Assurance. Manages the communication-computer security (COMPUSEC) program, Air Force Electronic Key Management System (AFEKMS), Emission Security, and Information Assurance Awareness Programs.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations**

**Position Requires Travel: Infrequent/Rare.**

**QUALIFICATIONS and EVALUATION:**

**General:** Technical, analytical, supervisory, or administrative experience which has demonstrated the ability to analyze problems of organization, workforce, information requirements, etc., and provide systematic solutions; and the ability to deal satisfactorily with others.

**IT Specialist (INFOSEC) GS-2210-07 TRAINEE:** Must have 12 months of specialized experience in the performance of tasks such as: translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language; interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow; operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts; scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency; preparing documentation on cost/benefit studies where this involved summarizing the material and organizing in a logical fashion.

**IT Specialist (INFOSEC) GS-2210-09 TRAINEE:** Must have 24 months of specialized experience that demonstrated knowledge of computer requirements and techniques in carrying out project assignments consisting of several related tasks, such as typically is the case in development of minor modifications to parts of a system on the basis of detailed specifications provided. The assignments must have shown completion of the following, or the equivalent: analysis of the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment; and personnel responsibility for at least a segment of the overall project.

**IT Specialist (INFOSEC) GS-2210-11:** Must have 36 months of specialized experience that demonstrated accomplishment of computer project assignments that required a range of knowledge of computer requirements and techniques; experience in developing modifications to parts of a system that required significant revisions in the logic or techniques used in the original development. The assignments must have shown completion of the following, or the

equivalent - knowledge of the customary approaches, techniques, and requirements appropriate to assigned computer applications area or computer specialty area in an organization; planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; and adaption of guidelines or precedents to the needs of the assignment.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-11 position indicated above may be considered for GS-07 or GS-09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to do research and analyze data.
2. Ability to communicate orally and in writing.
3. Skill in organizing work in a logical sequence.
4. Knowledge of computer programming techniques.
5. Knowledge of computer systems and applications.
6. Skill in evaluating and making recommendations for automated data processing programs and equipment.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months experience. The education must have been in a computer related field such as computer science, data processing, or information processing science.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you

provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to**

**[NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**